

Joint Interagency Task Force (JIATF) South is accepting applications for a TEMP position, NTE 1 year, for an Administrative Support Assistant, GG-0303-09 within the J1 Directorate for Manpower and Personnel.

Incumbent will perform the following:

- \* Prepares non-technical correspondence and messages on own initiative and composes more complex correspondence when requested. Coordinates and works with NAS Key West Pass & ID Office to ensure all in-processing procedures are met for newly assigned Foreign Liaison Officers (FLO) and their family members. Ensures that temporary and permanent lodging are taken care of and coordinated ahead of time with NAS Key West, MWR and Balfour Beatty. Coordinates with NAS Key West or USCG Sector Key West for the issuance of CAC and dependents ID cards to include DEERS enrollment. Prepares and coordinates all paperwork and maintains contact with State Department, creating Non-Eligibility Letters for each new FLO and family members required to have a valid Florida State Driver's License. Coordinates meetings with local schools and Community College to enroll FLOs' children. Coordinates in-processing of FLOs and family members to NAS Key West Naval Clinic.

- \* Creates Authorization Travel Orders using Defense Travel System (DTS) for all TDYs of Division personnel. Drafts messages requesting country and theater clearances, develops travel itineraries. Prepares and submits travel vouchers upon completion of travel. Assists in matters regarding personnel security clearances for FLOs within the IAD Office; checks shipping formatting of official letters or packages sent by FLOs.

#### TRAVEL REQUIRED

- \* Occasional Travel
- \* 25% or less Travel duty (TDY)

#### KEY REQUIREMENTS

- \* Must be able to obtain and maintain a Secret clearance.
- \* Knowledge of office automation equipment and associated software sufficient to accomplish clerical, statistical, and data entry tasks in support of the administrative work of the office.
- \* Knowledge of grammar and punctuation.
- \* Fluency in oral and written Spanish is required.

If you are interested in this position, please submit resumes and accompanying documents such as DD214's and SF50's, if applicable, to [southcom.key-west.jiatfs-j1.list.jobs@mail.mil](mailto:southcom.key-west.jiatfs-j1.list.jobs@mail.mil).

Resumes and documents must be received no later than COB Wednesday 4 Nov 2020.